



Advanced Technology in Printed Circuit Manufacturing

3835 Conflans Road

Irving TX 75061

**Job Description -
Director of Quality**

Doc. No:

Revision: N/C

Date: 6/16/10

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DIRECTOR OF QUALITY

KEY FUNCTIONS:

The Director of the Quality Department reports directly to the President of the company. The Director of the Quality Department will have the responsibility, organizational freedom and authority to:

- A) Initiate action to prevent product non-conformity;
- B) Identify and record any product quality problems;
- C) Initiate, recommend or provide solutions through designated channels;
- D) Verify the effectiveness of the implemented solutions;
- E) Control, stop, or change further processing, delivery, or installation of non-conforming product until the deficient or unsatisfactory condition has been corrected;
- F) Support & maintain Multilayer Technology's full compliance to ISO 9002/QS 9000 and other external standards;
- G) Manages the Quality Control and Quality Assurance functions of the organization to exceed the expectations of the customer as well as the goals of the corporation. **Above All, Control the Quality of the Product Being Made!**

RESPONSIBILITIES:

Quality Control:

- Direct the daily activities of the various branches of the Quality Control group. Maintain a responsive, even flow of product through each function in such a manner as to eliminate any delays to the manufacturing cycle;
- Maintain a flexible workforce capable of meeting the support needs of the company at a moment's notice;
- Work with Manufacturing to continually improve the quality of the product made;
- Provide for continuous training of the Quality Control workforce including cross training in every discipline;
- Provide timely feedback to all departments of their quality status.



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Quality Assurance:

- Insure the products delivered to the customers meet or exceed their expectations;
- Respond quickly and effectively to every customer complaint and monitor the resulting corrective actions;
- Maintain military, U.L. and all other agency qualifications - up to date and without exception;
- Provide direction and support to customer source activities;
- Insure that proper documentation is at hand in such a manner as to prevent any delays in shipping on time;
- Represent the company in a professional manner during customer surveys;
- Direct the efforts of the Chemical and Microsection labs;
- Provide direction and guidance in the selection and approval of materials and outside service vendors.

Statistical Process Control:

Take an active role and continuously monitor the SPC program. Insure that equal time is spent here as well as in all other functions.

Personnel:

- Provide for timely merit reviews & performance appraisals of all team members within the Quality organization;
- Provide the proper discipline example for subordinates and peers to follow;
- Be approachable and remain sensitive to the needs and concerns of the team.

Safety:

- Maintain a clean, safe environment for all work areas;
- Require strict adherence to company safety regulations as well as standard, everyday common-sense safety practices.

Environmental Controls:

Take an active role in maintaining environmental control program. Each team member has a moral obligation to insure that a safe environmentally sound operation is maintained at all times.



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CRITICAL REQUIREMENTS:

- Familiar with industry PCB standards such as IPC-A-600, IPC-6012, Mil-P-55110 and etc.;
- Willing to work the necessary hours to get the job done and support the company commitments to the customer;
- PI should exhibit a high energy level, high attention to detail, low or average patience and high self-confidence level;
- Should have the ability to empathize with employees needs but should not lose track of company business plan;
- Should be hands on and willing to learn the department processes to allow teaching employees the proper methods to do their job;
- Excellent verbal and written communications skills are a must;
- Capable of dimensional inspection using tools and gages;
- Enjoys repetitive tasks;
- Capable of handling multi-task management approach;
- Computer literate;
- Must exhibit a high degree of comprehension from either written documents or verbal communication;
- Must exhibit a sense of fairness when dealing with customers or employees (review PI).

SUGGESTED EXPERIENCE:

- Should have at least 10 years of managerial experience in an electronic manufacturing environment;
- And at least 10 years PCB quality and/or manufacturing experience;
- A bachelor's degree in any science or electronic field is mandatory, but masters' degree is preferred